

**MINNESOTA DISTRICT COURT
FIRST JUDICIAL DISTRICT**

SENIOR COURT CLERK

Position #01082903

OFFICE & LOCATION	CLASS	HOURS OF WORK	TYPE OF RECRUITMENT
First Judicial District Dakota County Judicial Center Civil-Family Division Hastings, MN	Senior Court Clerk Non-Exempt Union - Teamsters	Full-time 40 hrs/wk M-F 8:00 – 4:30	Internal-External

The First Judicial District seeks a Senior Court Clerk for Dakota County District Court, Civil-Family Division's, at the Judicial Center in Hastings, Minnesota. This is advanced court clerical work in a District Court of the Minnesota State Court System. Work will involve responsibility for court case processing and providing assistance to the public. The position requires the application of independent judgment and the interpretation of policies and procedures based on training and knowledge gained through experience on the job.

RESPONSIBILITIES: Performs the full scope of varied court clerical work including: case processing on Total Court Information System (TCIS) and/or Minnesota Court Information System (MNCIS); daily contact with judges and court staff, the general public, attorneys and outside agency representatives; performs telephone and counter work; performs courtroom clerical duties; and prepares case files and forms for court; reviews legal documents for completeness, adequacy, accuracy and compliance with rules; determines processing required and takes necessary action in accordance with court rules or refers the highly complex matters to a supervisor; determines proper routing of complaints, petitions, and other filing; notifies parties; issues summons, notices, subpoenas, and similar processes; computes applicable dates for service and return of service, affixes court seal and authenticates documents; performs minimal financial activities within the office.

MINIMUM QUALIFICATIONS:

Graduation from approved high school/GED required. Experience as a court clerk or in the legal field. **Successful candidates will be required to pass a criminal background check.**

DESIRED ADDITIONAL QUALIFICATIONS:

Working knowledge of TCIS/MNCIS (or other automated court information system); computer skills; considerable knowledge of court procedures and policies, legal documents, legal terminology, laws and legal functions pertaining to the court; ability to work effectively as a member of a team; and the ability maintain effective working relationships with co-workers, supervisor and court stakeholders.

STARTING SALARY: \$15.35 - \$23.05/hour (full range) hiring to the mid-point based on qualifications; full State of Minnesota benefit package.

State application can be downloaded at: <http://www.mncourts.gov/?page=1552> or requested by calling (651) 438-8485. **Submit completed application and resume to:** First Judicial District Administration, Human Resources, Dakota County Judicial Center, 1560 West Highway 55, Hastings, MN 55033.

INTERNAL APPLICATION DEADLINE: Friday, January 11, 2008; 4:30 pm

EXTERNAL APPLICATION: Friday, January 18, 2008; 4:30pm

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